

MEMORANDUM

TO: South Texas Water Authority Board of Directors
FROM: Brandon Barrera, President
DATE: April 18, 2022
SUBJECT: Meeting Notice and Agenda for the South Texas Water Authority

A Regular Meeting of the STWA Board of Directors is scheduled for:

Tuesday, April 26, 2022
5:30 p.m.
South Texas Water Authority
2302 East Sage Road, Kingsville, Texas

The Board will consider and act upon any lawful subject which may come before it, including among others, the following:

Agenda

1. Call to order.
2. Citizen comments. This is an opportunity for citizens to address the Board of Directors concerning an issue of community interest that is not on the agenda. Comments on the agenda items must be made when the agenda item comes before the Board. The President may place a time limit on all comments. The response of the Board to any comment under this heading is limited to making a statement of specific factual information in response to the inquiry, or, reciting existing policy in response to the inquiry. Any deliberation of the issue is limited to a proposal to place it on the agenda for a later meeting.
3. New Board member's oath of office.
4. Election of Officers.
5. Approval of Minutes. (Attachment 1)
6. Report Presentation and Approval: (Attachment 2)
 - Treasurer's Report
 - Payment of Bills.
 - O&M Report
 - CP Update
 - Anticipated vs. Actual Water Rate Charged/Net Revenue
7. Update on conveyance of section of STWA's 42" waterline to the City of Corpus Christi. (Attachment 3)
8. Nueces County project for construction of Banquete Pump Station to serve the Nueces County Water Control and Improvement District #5 (Banquete) and Nueces Water Supply Corporation. (Attachment 4)

9. Discussion on increase in Willatt & Flickinger's Legal Assistant Fees. (Attachment 5)

10. Administration Report.

- TRWA Update

11. Adjournment.

The Board may go into closed session at any time when permitted by Chapter 551, Government Code. Before going into closed session, a quorum of the Board must be assembled in the meeting room, the meeting must be convened as an open meeting pursuant to proper notice, and the presiding officer must announce that a closed session will be held and must identify the sections of Chapter 551, Government Code, authorizing the closed session.

BB/JM/fdl
Attachments

This meeting notice was posted on
STWA's website, www.stwa.org, and on
indoor and outdoor bulletin boards at
STWA's administrative offices,
2302 East Sage Road, Killeen, Texas at
445 and on April 22, 2022
James DeLeon
Assistant Secretary

ATTACHMENT 1

Approval of Minutes

SOUTH TEXAS WATER AUTHORITY
Regular Board of Directors Meeting
March 22, 2022
Minutes

Board Members Present:

Brandon Barrera
Patsy Rodgers
Rudy Galvan, Jr.
Frances Garcia
Imelda Garza
Jose Graveley
Kathleen Lowman
Joe Morales
Angela Pena

Board Members Absent:

None

Staff Present:

John Marez
Frances De Leon
Jo Ella Wagner
Nigel Gomez
Patrick Sendejo

Guests Present:

None.

1. Call to Order.

Mr. Brandon Barrera, Board President, called the Regular Meeting of the STWA Board of Directors to order at 5:30 p.m. A quorum was present.

2. Citizen Comments.

Mr. Barrera opened the floor to citizen's comments. No comments were made.

3. Approval of Minutes.

Ms. Lowman made a motion to approve the minutes of the February 22, 2022 Regular Meeting as presented. Ms. Rodgers seconded. The motion passed by unanimous vote.

4. Treasurer's Report/Payment of Bills.

The following reports were presented for the Board's consideration:

STWA Investment Report for Quarter ended December 31, 2021
Treasurer's Report for period ending December 31, 2021
Revenue Fund Income Statement for period ending December 31, 2021
Tax Fund Income Statement for period ending December 31, 2021
Special Services Income Statement for December 31, 2021
Revenue Fund Balance Sheet – December, 2021
Revenue Fund Trial Balance for period – December 2021

STWA Debt Service Fund Income Statement for period ending December 31, 2021
STWA Debt Service Fund Balance Sheet – December, 2021
STWA Debt Service Fund Trial Balance – December 2021
STWA Capital Projects Fund Income Statement for period ending December 31, 2021
STWA Capital Projects Fund Balance Sheet – December, 2021
STWA Capital Projects Fund Trial Balance – December, 2021
Cathodic Protection Expenses Breakdown
STWA 2012 Bond Election Report
Anticipated vs Actual Water Rate Charged Report
Maintenance & Technical Report from O&M Supervisor
Cathodic Protection Update

The following outstanding invoices were presented for Board approval:

• Kevin Kieschnick-NC Tax Assessor	\$ 3,337.02
• Nueces County Appraisal District	\$ 2,712.00
• Kleberg County Appraisal District	\$ 4,120.43
• City of Corpus Christi	\$ 74,922.08
• Caldwell Country Chevrolet	\$ 29,940.00

Mr. Galvan made a motion to approve the Quarterly Report, Treasurer's Report, and payment of the bills as presented. Ms. Garza seconded and all voted in favor.

The order of the agenda items was changed in order to consult with attorney Bill Flickinger.

6. Update of Wholesale Water Supply Contract with the City of Corpus Christi.
7. Update on conveyance of section of STWA's 42" waterline to the City of Corpus Christi.
9. Update on Nueces County project for construction of Banquete Pump Station to serve the Nueces County Water Control and Improvement District #5 (Banquete) and Nueces Water Supply Corporation – Utility Conveyance Agreement(s) conveying facilities from Nueces County to South Texas Water Authority and Nueces Water Supply Corporation

Mr. Barrera announced that the Board would convene in Closed Session at 5:46 p.m. pursuant to Sec. 551.071 – Consultation with Attorney in order to discuss the City of Corpus Christi Water Supply Contract, Conveyance of a Section of STWA's 42" Waterline to the City of Corpus Christi, and the Conveyance Agreement with Nueces County for the facilities at the Banquete Pump Station. The Board reconvened in Open Session at 6:03 p.m. No action was taken during Closed Session, and there was no further discussion or action upon reconvening.

5. Discussion and Action on Part-Time Accountant Assistant.
 - Approval of Part-Time Accountant Assistant Job Description

Mr. Marez presented a job description for the Part-Time Accountant Assistant position. After the Board's review, Mr. Graveley made a motion to approve the job description as presented. Mr. Galvan seconded and the motion passed unanimously.

8. Update on STWA website.

Ms. De Leon gave a brief demonstration of STWA's redesigned website. Mr. Marez pointed out that an alert system is included for anyone wishing to subscribe for alerts. Ms. De Leon added that the website should be online in the next few days.

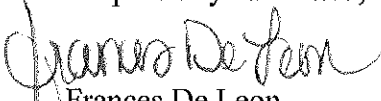
10. Administration Report.

Mr. Marez reminded the Board that the Texas Rural Water Association water conference is scheduled for April 6th - 8th and asked that anyone interested in attending contact staff so that arrangements can be made.

11. Adjournment.

With no further business to discuss, Mr. Galvan made a motion to adjourn the meeting at 6:28 p.m. Ms. Garza seconded. All voted in favor.

Respectfully submitted,


Frances De Leon
Assistant Secretary

ATTACHMENT 2

Treasurer's Report/Payment of Bills

(Will be provided on Monday, April 25, 2022)

Memorandum

To: South Texas Water Authority Board of Directors and John Marez, Administrator
From: Nigel Gomez, O&M Supervisor
Date: April 20, 2022
Re: O&M Activities

During the Week of March 1st:

- Exercise generators
- Review GPS records
- Collected/monitored NAP samples.
- Took residuals (Total, Mono, FAA, Free) for the Driscoll Booster Station on the 42" line, Ave G, CR 16, Kingsville Meter Run & RWSC Meter Run @ Office
- Held weekly safety meeting.
- Weekly equipment test @ office.
- Disinfect Pump Stations
- Collected Bac-T Samples
- CL 17 Verification
- Read Meters – RWSC
- Remote Readings - NWSC
- Locates – STWA, RWSC, NWSC
- Flushing – NWSC & RWSC
- Completed service orders for NWSC and RWSC
- Spray Weed Killer @ Pump Stations
- Mow Grass @ Pump Stations
- Water Loss Report
- Axis Aeration Presentation

During the Week of March 7th:

- Exercise generators
- Review GPS records
- Collected/monitored NAP samples.
- Took residuals (Total, Mono, FAA, Free) for the Driscoll Booster Station on the 42" line, Ave G, CR 16, Kingsville Meter Run & RWSC Meter Run @ Office
- Held weekly safety meeting.
- Weekly equipment test @ office.
- Disinfect Pump Stations
- Collected Bac-T Samples
- CL 17 Verification
- Remote Readings - NWSC
- Locates – STWA, RWSC, NWSC
- Flushing – NWSC & RWSC
- Completed service orders for NWSC and RWSC
- TCEQ Investigation - NWSC

During the Week of March 14th:

- Exercise generators
- Review GPS records
- Collected/monitored NAP samples.
- Took residuals (Total, Mono, FAA, Free) for the Driscoll Booster Station on the 42" line, Ave G, CR 16, Kingsville Meter Run & RWSC Meter Run @ Office
- Held weekly safety meeting.
- Weekly equipment test @ office.
- Disinfect Pump Stations
- Collected Bac-T Samples
- CL 17 Verification
- Locates – STWA, RWSC, NWSC
- Flushing – NWSC & RWSC
- Spray Weed Killer @ Pump Stations
- Completed service orders for NWSC and RWSC
- DR 900 Calibration

During the Week of March 21st:

- Exercise generators
- Review GPS records
- Collected/monitored NAP samples.
- Took residuals (Total, Mono, FAA, Free) for the Driscoll Booster Station on the 42" line, Ave G, CR 16, Kingsville Meter Run & RWSC Meter Run @ Office
- Held weekly safety meeting.
- Weekly equipment test @ office.
- Disinfect Pump Stations
- Collected Bac-T Samples
- CL 17 Verification
- Locates – STWA, RWSC, NWSC
- Flushing – NWSC & RWSC
- Taps- RWSC & NWSC
- Completed service orders for NWSC and RWSC
- Lockouts – NWSC
- NEC Lights @ Pump Stations

During the Week of March 28th:

- Exercise generators
- Review GPS records
- Collected/monitored NAP samples.
- Took residuals (Total, Mono, FAA, Free) for the Driscoll Booster Station on the 42" line, Ave G, CR 16, Kingsville Meter Run & RWSC Meter Run @ Office
- Held weekly safety meeting.
- Weekly equipment test @ office.

O&M Supervisor Report

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- Disinfect Pump Stations
- Collected Bac-T Samples
- CL 17 Verification
- Locates – STWA, RWSC, NWSC
- Flushing – NWSC & RWSC
- Taps- RWSC & NWSC
- Completed service orders for NWSC and RWSC
- Lockouts – RWSC
- Prepare Vehicle Maintenance Report

To: John Marez,

From: Oscar Ortegón, CP Technician

Date: April 20, 2022

Re: CP Update

From the end of March to the beginning of April 20, 2022, CP installed 560 anodes on 384 joints on the 42" water line as compared to March report with 540 anodes on 368 joints. We have replaced 44 old test stations since then. In March, the footage was 43,603 LF. We have completed 45,259 feet out of 51,511 feet in Contract 2. Due to the frequent rain weather in the area CP left off at on Contract 2, we will need to hold off until area is dry enough for us to continue our efforts to complete contract 2. CP has had to relocate starting on Contract 3 in Calallen south of Hummingbird Lane. In which we have installed 27 anodes on 24 joints on the 42" water line. No test stations have been replaced. We have completed 1088 feet out of 46,324 feet in Contract 3. Work continues on getting permits for TX DOT on CR 36 to perform anode installation. In addition to this work, we are still assisting all 3 entities. As of today, I have estimated 3 years until contract is completed based on information gathered by calculating a total of 162 joints that need anodes installed and 6 test stations to be redone to complete Contract 2. 570 joints that need anodes installed and 18 test stations to be redone for Contract 3 to be completed. Once Contracts are complete need survey from Corpro to determine continuity throughout Waterline. As of March 11, 2022 a new CP employee Noah Hinojosa has been hired and will assist in ongoing job duties with cp and field personnel.

We continue to work on CP related work and helping the other field personnel as follows:

- Continue to perform maintenance and test rectifiers/test stations.
- Continue to maintain grass with herbicide around vaults, manholes, test stations and rectifiers along 42" line.
- Continue to assist O&M with ongoing operations.
- Exercised valves on 42" water main @ FM 2826, Driscoll, and Bishop.
- Performed locates for the 42" water main.
- Performed locates for Nueces WSC and Ricardo WSC.
- Performed flushing for Nueces WSC and Ricardo WSC.
- Performed CSI's/multiple tap inspections/cross connections/low usage/water taps/leaks/service orders for Ricardo WSC/Nueces WSC.
- Change-out Chlorine bottles for NWSC/RWSC
- Work on extensions.
- Max Under Ground contractor for RWSC water line adjustments for new Tex Dot right away on Hwy 77 has been completed on March 29, 2022.
- Work on pipe racks for both RWSC, NWSC.

ATTACHMENT 3

Conveyance of 42" Waterline Section to Corpus Christi

No memorandum is included. If information is available, an update will be provided at meeting.

ATTACHMENT 4

Banquete Pump Station

Memo

To: South Texas Water Authority Board of Directors
From: John Marez, Administrator
Date: April 22, 2022
Re: Update on Utility Conveyance Agreement(s) STWA, NWSC & NCWCID5

Background:

On the August 3, 2021 board meeting discussion and action was taken on the Utility Conveyance Agreement transferring facilities from Nueces County to South Texas Water Supply Corporation and Nueces Water Supply Corporation. This conveyance has been in the works since 2018 when Nueces County and the Nueces County Water Control & Improvement District #5 (NCWCID5) began an agreement to handover resources based on a county led water development project located in Cyndi Park. This agreement allowed the county to participate in grant funding available to them and allowed them to contract and work on behalf of this project with the eventual goal to transfer assignments of the facilities and resources for all parties involved including STWA, NWSC and NCWCID5. The board's unanimous approval was given based on Nueces County's Grant Department and County Attorney would sort out the assignments of each conveyance. The Nueces County Commissioner's Court approved this action on condition of the conveyance language. After several months of reaching out to Nueces County their finalized version of the Conveyance was given to the STWA this week for final review.

Analysis:

The conveyance language involves several entities that must review and approve before any conveyance is finalized. This conveyance was presented to the Nueces Water Supply Corporation and given approval to move forward since they are also a party to this agreement.

Staff Recommendation:

Allow staff to review potential legal options regarding NCWCID5.

Board Action:

Receive update. No formal action needed.

Summary:

Provide the STWA board with the latest update on NCWCID5 and NWSC conveyance.

ATTACHMENT 5

Willatt & Flickinger Fees

Memorandum

To: South Texas Water Authority Board of Directors
From: John Marez, Administrator
Date: April, 22, 2022
Re: Change to Hourly Rate for Legal Assistants of Willatt & Flickinger

Background:

On April 1, 2022 I received an email from our legal counsel's office, Willatt & Flickinger, regarding a change in their hourly rate structure for Legal Assistant services. Since May 2020, the Willatt & Flickinger Law Firm has charged our organization an hourly rate of \$115 while other firms from the Austin area (W&F are located in the Austin area) are billing up to \$220 per hour for comparable services. W&F advised me through a letter (attached) that a new hourly rate of \$155 per hour will begin effective May 1, 2022. This mid-Fiscal Year change will have an impact on our current year and future budgets but will also depend on the frequency and use of legal assistant services.

Analysis:

The current budget cycle allows for some flexibility of changes in services and products provided to the STWA. This increase in price matches similar request brought forward to the board for supplies, materials and services over the last 6 months and prior; mainly as a result of the impact of COVID19 particularly in regards to the national economy.

Staff Recommendation:

Confer with staff to accept these changes and provide a future budget that takes this price increase into consideration for the next budget adoption.

Board Action:

Determine whether to accept these proposed changes.

Summary:

By accepting this letter, the STWA agrees to the increased services fees for Legal Assistant with Willatt & Flickinger. It is advised to continue our legal services contract and by default accept this moderate but reasonable fee increase.

WILLATT & FLICKINGER, PLLC
ATTORNEYS AT LAW

12912 HILL COUNTRY BLVD., SUITE F-232 · AUSTIN, TEXAS 78738 · (512) 476-6604 · FAX (512) 469-9148

April 1, 2022

VIA EMAIL ONLY

Mr. John Marez
Administrator
South Texas Water Authority
2302 E. Sage Road
Kingsville, Texas 78363

Re: Change in Hourly Rate for Legal Assistants of Willatt & Flickinger, PLLC

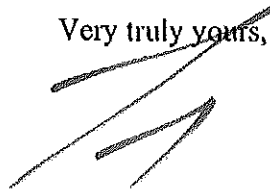
Dear John:

We have been charging the Authority the same legal assistant rate of \$115.00 per hour since May 2020 and have determined an increase is necessary. Other law firms in Austin are billing up to \$220.00 per hour for legal assistants for similar work.

I am writing to advise that the hourly fee our firm charges for our legal assistants will increase to \$155.00 per hour for all work performed on and after May 1, 2022.

Thank you.

Very truly yours,



Bill Flickinger

BF/an

cc: Ms. Jo Ella Wagner (Via Email Only)
Finance Manager
South Texas Water Authority
2302 E. Sage Road
Kingsville, Texas 78363